

**QUESTION AND ANSWERS IN RESPONSE TO SO & CIF REQUEST FOR PROPOSAL (RFP):  
CURBSIDE, MULTI-RESIDENTIAL and DEPOT WASTE COMPOSITION STUDY RFP  
RFP ISSUED TUESDAY, APRIL 22, 2019  
Q&A ISSUED: THURSDAY MAY 2, 2019**

1. What hours are the MRFs available for use for each audit?  
**Response:** MRF's are not part of this study work. Participating Municipalities provide a location to undertake the sorting work. Hours of access at the sorting location are determined by the Municipality.
2. Can the sample be left for the next day if required for each audit?  
**Response:** This is a possibility as outlined in Section 3.3 of the RFP, but requires approval of the participating Municipality.
3. Are any compliance reports required to be written by the successful proponent for each audit?  
**Response:** As outlined in Section 3.7 of the RFP, contractors utilize the data collection forms and electronic spreadsheets provided by SO and the CIF to record and submit the data from the work.
4. How long is the contractor training session and how many staff members are required to attend?  
**Response:** The training session is expected to be 1 hour or less. The number of staff will be at the discretion of the contractor.
5. The tender specifies that the collection and sorting for the curbside audit will be from a minimum of 20 households per day – what is the maximum number of households?  
**Response:** There is no maximum. The intent to spread the collection relatively evenly throughout the week.
6. The tender specifies that the distance between the sample areas and the sort site are within a 45 minute drive – what is the maximum distance for the curbside audit?  
**Response:** The distance is a guideline, Municipalities are requested to provide a sort location that is convenient and central for the Municipality.
7. Is the collection and sorting Monday to Friday for two consecutive weeks?  
**Response:** Yes, as detailed in the RFP.
8. What time of day is the collection to occur for the curbside audit?  
**Response:** There is no specific time of day detailed. The request to the Municipality in designating the sample areas is to have areas that receive regular collection in the mornings.
9. In the past what quantity of staff have conducted the curbside audit, multi-residential audit, and depo audit?  
**Response:** Contractors have varying staffing levels. Contractors are required to have a sufficient level of staffing to undertake the work.

10. How do we collect the waste and recycling for the depot audit – directly from residents dropping off the material? Or does it go into the depot first and then we empty the depot? If so how do we empty the depot?

Response: The material is to be collected from the residents as they are dropping off their waste.

11. How many staff do we need to have at the depot?

Response: The contractor will need to assess the number of staff it requires to adequately undertake and complete the work.

12. What are the hours our staff is required to be at the depot?

Response: Depot locations and hours of operation are determined by the Municipality. The contractor is to determine times for collection and sorting when doing this work to ensure that the required amount of material is collected.

13. How long will it take to get the required sample size of equivalent of 700 household generation days?

Response: Amount of time to gather the required sample is dependent on the how busy the location is. The maximum amount of time to acquire the required is 2 weeks, the sample period will end despite the amount of material collected.

14. Is the material required to be taken from the depot to a MRF each day to be audited?

Response: A MRF is not part of this work. The Municipality will provide a location to undertake the sorting work. The collected material will have to be transported to the sorting location by the contractor.

15. Is the audit multi-residential audit one-week long Monday-Friday?

Response: Yes, as detailed in the RFP.

16. Does this Monday-Friday of the multi-residential audit overlap with one of the weeks of the curbside audit?

Response: Yes.

17. Please confirm that we are not required to complete collection for the multi-residential audit.

Response: The material for the multi-residential waste study will be delivered to the sorting location by the participating Municipality.